



## Leek Wootton & Guy's Cliffe Parish Council

### Minutes of the Meeting of the Parish Council held on Wednesday, 3 September 2025 at Leek Wootton Village Hall

**Present:** Councillors Coates (Chairman), Eldridge, Harrold, Kirkwood, Morgan, D/Cllr Redford, C/Cllr Edwards and the Clerk

1.	<b>Apologies for absence</b> D/Cllr Payne																								
2.	<b>Declarations of Interest</b> None																								
3.	<b>Public Participation</b> None present																								
4.	<b>Minutes</b>  4.1. The minutes of the parish council meeting held on Wednesday, 2 July 2025 were approved (1: Cllr Eldridge / 2: Cllr Morgan) and signed.  4.2. Review of actions from previous meeting & matters arising not on this agenda. Action list from previous meeting: <table><tr><th>Item No/Description</th><th>Action</th><th>Status</th></tr><tr><td>6. Community Infrastructure Levy [CIL] Expenditure</td><td><ul style="list-style-type: none"><li>Clerk to contact potential contractors about installation of footpath on slope between Village Hall and playground</li></ul></td><td>In progress</td></tr><tr><td></td><td><ul style="list-style-type: none"><li>Clerk to contact former Cllr Maisey to ask for Hill Wootton resident contact to discuss potential location and logistics</li></ul></td><td>COMPLETE</td></tr><tr><td>7.1.1. The Playground Maintenance/Inspection Contract</td><td><ul style="list-style-type: none"><li>Clerk to advise contractor</li></ul></td><td>COMPLETE</td></tr><tr><td>7.6. Leek Wootton Community Hub - Leek Wootton War Memorial Recreation Ground</td><td><ul style="list-style-type: none"><li>Clerk to refer documents to WALC legal adviser</li></ul></td><td>COMPLETE</td></tr><tr><td>7.7.1 Community Engagement</td><td><ul style="list-style-type: none"><li>Chair to confirm church representative</li></ul></td><td></td></tr><tr><td>7.8. Community Maintenance – Grit Bins</td><td><ul style="list-style-type: none"><li>Clerk to forward information to Chair and Cllr Kirkwood</li></ul></td><td>COMPLETE</td></tr><tr><td>9. Planning</td><td><ul style="list-style-type: none"><li>Clerk to submit responses to W/25/0559 &amp; W/25/0731</li></ul></td><td>COMPLETE</td></tr></table>	Item No/Description	Action	Status	6. Community Infrastructure Levy [CIL] Expenditure	<ul style="list-style-type: none"><li>Clerk to contact potential contractors about installation of footpath on slope between Village Hall and playground</li></ul>	In progress		<ul style="list-style-type: none"><li>Clerk to contact former Cllr Maisey to ask for Hill Wootton resident contact to discuss potential location and logistics</li></ul>	COMPLETE	7.1.1. The Playground Maintenance/Inspection Contract	<ul style="list-style-type: none"><li>Clerk to advise contractor</li></ul>	COMPLETE	7.6. Leek Wootton Community Hub - Leek Wootton War Memorial Recreation Ground	<ul style="list-style-type: none"><li>Clerk to refer documents to WALC legal adviser</li></ul>	COMPLETE	7.7.1 Community Engagement	<ul style="list-style-type: none"><li>Chair to confirm church representative</li></ul>		7.8. Community Maintenance – Grit Bins	<ul style="list-style-type: none"><li>Clerk to forward information to Chair and Cllr Kirkwood</li></ul>	COMPLETE	9. Planning	<ul style="list-style-type: none"><li>Clerk to submit responses to W/25/0559 &amp; W/25/0731</li></ul>	COMPLETE
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5.	<b>Parish Council Administration – urgent business</b>  5.1. Parish Councillors’ Workloads The Chair explained that the low number of Councillors and 3x vacancies is exerting pressure on the Council. As volunteers, there is only so much Councillors can all do and over the summer a number of Councillors have been feeling pressured. The Chair asked all Councillors to be mindful of what they are taking on and expecting. Community Live preparation has been stressful and hopefully after Saturday this will ease off.																								

Initial: \_\_\_\_\_

Cllr Eldridge reviewed the essential duties and responsibilities of Parish Councils, i.e. the jobs that cannot be set aside [see appendix 1]. It was agreed that the following are essential:

- Children's Playground management
- Manage car park
- Commenting on planning applications
- Manage finances appropriately
- Provide funding to community projects
- Prepare a Neighbourhood Plan
- Prepare a Community Resilience Plan
- Maintain up to date policies, etc
- Hold 1x Annual PC Meeting + 3 other meetings per year, plus the Annual Parish Assembly

Future responsibilities that the PC is at an advanced stage of taking on are:

- The Lunch project
- Trusteeship of the LWWM Recreation Ground

Cllr Kirkwood noted that another responsibility is liaising with the District and County to secure essential services/standards, which can be time-consuming.

Cllr Kirkwood suggested choosing 3 priorities over and above the statutory jobs.

The next stage of South Warwickshire Local Plan will be coming up at the end of this year.

CIL Project – 1 year into a 5-year deadline. Next stage is getting a landscape architect to quantify the scheme. This could be postponed to 2026/27.

D/Cllr Redford noted that the reorganisation of local councils will also have an effect on the future. Ideas about what the PC wants or can do will also feed into this discussion.

Cllr Harrold suggested Councillors pick a goal or two – C/Cllr Edwards suggested pairing up rather than working in isolation.

It was agreed that issues that will be coming our way:

- Planning Applications
- South Warwickshire Local Plan will work through stages until 2027 (the Neighbourhood Plan update will come after the SWLP and work can be scheduled for 2026/27)
- Leek Wootton War Memorial Recreation Ground needs attention
- Recruitment

Other issues/projects are:

- Playground – essential, but moving towards outsourcing maintenance jobs
- Car park management – the PC currently holds the maintenance fund for the car park, but the recreation ground management group can take over this responsibility
- Community Resilience will require prioritising the drafting the new plan over reorganising the 'street champion' system
- The Lunch project – encouraging a stakeholder working group to take on the day-to-day organisation of the project
- Community Live! will not be a priority in 2026

Reviewing policies can be done by Councillors.

Communications and Engagement to include Recruitment – working group of Cllrs Harrold and Morgan with the Clerk

**ACTION: Meeting on Communications to be arranged**

Planning and Local Plan – Cllrs Eldridge and Kirkwood

Cllr Kirkwood volunteered to take lead on Recreation Ground Trusteeship

Cllr Eldridge noted that the Clerk's hours are being stretched. Clerk to keep note of work that is outside of core work.

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The Chair concluded that this discussion had been very helpful.

5.2.

Parish Council as Sole Corporate Trustee of LWWM Recreation Ground

The Council has agreed, in principle, to taking on the Trusteeship of the Recreation Ground. Cllr Kirkwood described a 3-phase process:

- Is there a mechanism for transfer of Trust? Legal documents have been drawn up and reviewed by the PC's legal consultant (Chair circulated copies to all Councillors)
- Does the Council want to do it? The Council has agreed, in principle, to this by implication when giving the go-ahead for the first phase
- How will this be managed? No discussion about this so far. Cllr Kirkwood is happy to write a paper on this and circulate for consideration at the October meeting

**ACTION: Cllr Kirkwood to prepare paper for October meeting and circulate in advance**

**ACTION: Cllr Kirkwood to DRAFT Terms of Reference for a Management Team**

**ACTION: Cllr Kirkwood to approach Village Hall for representative on Management Team, Chair to approach Sports Club and existing Trustees for same**

6.

### **Development at Woodcote (Police HQ)**

6.1.

Current and future planning (including CALA)

Nothing to report

C/Cllr Edwards talked to WCC Highways about lack of presence at the Planning Committee where the Police HQ application was considered. He was told that the application was for internal traffic changes constitute a private matter and they were not asked to comment. WCC Highways have acknowledged that the one-way system will change traffic profile of emergency vehicles exiting the site, causing them to drive past the new entrance to the CALA properties, potentially at speed.

Planning Officers stated that WCC Highways had 'no objection'. The Planning Committee formally recorded disappointment in the absence of a Highways Officer to answer any questions.

No consideration appears to have been given to the Parish Council's objection, e.g. the Planners asking or Highways to consider the schemes affect externally.

Cllr Kirkwood explained to C/Cllr Edwards the history of WCC Highways withdrawing its objection to the CALA application when S106 money was allocated towards cycle ways at St John's gyratory.

D/Cllr Redford has raised issues about the capacity at the Anchor junction with planners.

6.2.

Future of Police estate (The Lunch, etc)

Cllrs met with representatives of Plincke Landscape Design, Warwick District Council Green Spaces Team and Warwickshire Woodland Trust, to discuss a prospective project and tour the land with Police representatives.

All agreed it was an encouraging meeting.

Currently awaiting a preliminary vision from Plincke.

**ACTION: Chair to follow up**

Next stage will be engaging with the community to form a working party. Financing and permissions will then need to be

7.

### **Community Infrastructure Levy [CIL] Expenditure**

Progress reports:

- Footpath on recreation ground – postponed to 2026/27 [see 5.1]
  - Defibrillators (not to be funded by CIL, but an idea from the survey)
- The Clerk contacted former Cllr Maisey in Hill Wootton to explore potential sites for

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an AED in Hill Wootton. She circulated via the Hill Wootton WhatsApp group, but no responses received

8. **Progress Reports for information**  
Parish Council 'Working Parties'
- 8.1. The Playground (Cllr Coates)  
 RoSPA Inspection scheduled for September. Chair has been raking bark in preparation.
- 8.1.1. Maintenance/Inspection Contract  
 First inspection has taken place and the Chair attended and spoke to the inspector. Report did not raise any high risk items, but a number of jobs could be considered. The Clerk has asked for a quote for the following:
- Entrance gates x3 – retro-fitting dampers to slow the closure time
  - Tightening bolts as necessary on (1) the Multiplay (Junior) unit and (2) Multiplay (Toddler) unit
  - Replacement of chains as necessary on the Swings
  - Replacement of rubber buffers at both ends of the overhead glider
- Clerk received an email today; dampers cannot be fitted to the existing gates, as they are not playground compliant. Clerk directed to ask for quote to replace the gates.
- ACTION: Clerk to ask for quote for replacement gates**
- 8.2. Community Resilience (Cllr Morgan)  
 Parish Council stand at Community Live! will be about Community Resilience and the Brownies have asked Cllr Morgan to help with leading a project on Community Resilience in the Autumn.  
 Was planning to look at the Street Champions revival, but will put a hold on this following priorities made under 5.1.
- 8.3. Community Speed Watch  
 Nothing to report.  
 Former Cllr Maisey from Hill Wootton forwarded a message from a resident suggesting residents of Hill Wootton 'seek funding from the parish to install speed watch cameras at each end of the village'. A discussion followed.  
 A response explaining the WCC Highways policy on speed cameras and suggesting they may wish to liaise with the Community Speed Watch Group to establish whether it is possible to carry out some monitoring and gather data to support possible further measures.
- ACTION: Clerk to respond. C/Cllr Edwards asked to pass his contact information to the resident**
- 8.4. LW&GC Environment Group (Cllr Coates)  
 Wildflower area cut and seeds trampled in.
- External Bodies  
 These are community organisations within the parish and that the Parish Council may have representation on. Councillor Representatives are invited to give brief updates or submit a written report for information.
- 8.5. All Saints' Academy, Leek Wootton & Leek Wootton School Trust (Cllr Morgan)  
 Cllr Morgan has not received a response from the school about the Junior Reporter competition. Will try again this week.
- 8.6. Leek Wootton Community Hub
- Leek Wootton Sports Club – nothing to report
  - Leek Wootton Village Hall (Cllr Kirkwood)  
 Treasurer is resigning (also a Trustee). Hall remains popular. Rates will be put up for non-parish users. WiFi system to be installed shortly. Options for

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improvements to the car park markings is being investigated. Fundraising dinner being organised for 28/11/2025.

- Leek Wootton War Memorial Recreation Ground (Cllr Coates)  
See item 5.2 above

8.7. Any other organisations – None

8.8. Community Engagement Events

8.8.1. Fridays from 06/06/2025 onwards: Community Café

£423.43 received in donations. Owes for the coffee machine £169. £92.80 received on VJ Day on 15/08/2025, rounded up to £100 to Royal British Legion.

Conducting a survey throughout September to gauge popularity of the Café. Heating costs requires consideration if going forward into autumn/winter. Cllr Morgan discussing with the Church Treasurer and Wardens to plan a way forward.

The Chair thanked Cllr Morgan for her work on this project.

D/Cllr Redford will explore potential funding for such initiatives.

**ACTION: Cllr Morgan to make decision about continuing into October and promote as necessary in *The Link***

8.8.2. 06/09/2025: Community Live! 2025

The Chair went through setup plans:

- 05/09/2025 – setting up gazebos in the Village Hall garden (5-7pm).
- 06/09/2025 – Chair, Cllr Morgan and Clerk will be at the hall from 10am.

A discussion about planning the event followed.

8.8.3. 16 & 25/10/2025: Emergency Life Skills Training

14-15 people are booked across the two sessions. Promotion in *The Link* and signup forms will be available on the WI stand at Community Live!

8.9. Community Maintenance:

- WCC Highways (Cllr Kirkwood)  
Leaf and gully cleaning taken place in Leek Wootton.  
Grit bin for Woodloes Lane delivered, met with residents and will get installed.  
Preferred position is just outside the parish boundary (PC acting outside of parish under General Power of Competence).
- Unadopted/Abandoned Land Policy ('Orphaned' Plots)  
28/30 Woodcote Lane – asked D/Cllr Redford to chase up.
- Grounds Maintenance Contract  
Nothing to report.
- Other (Clerk)  
Tree planting in the playground. Clerk relayed email from resident, has consulted WCC Forestry about soil health in the locations. Will the PC be replacing the Bird Cherry tree (*prunus padus*) inside the playground.

**ACTION: Add to October Agenda**

9. **County and District Councillors' reports**

9.1. Warwickshire County Council

20mph outside school and tactile crossing at Quarry Close are both with Minor Works. C/Cllr Edwards will continue to chase.

County Councillor Grant Fund applications are open.

Council is beginning to make plans: cutting net 0, cutting waste, trying to cut Council Tax and cutting cycle lanes. Routes that are already under development are unlikely to be cut, due to expense.

Local Government Reorganisation. Splitting Warwickshire – North Warwickshire may not be viable if splits from south. A discussion followed.

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The Clerk drew attention to the Town and Parish Councils Local Government Reorganisation and Devolution Survey link circulated by WCC.

**ACTION: Clerk to forward survey link to the Chair**

9.2.

Warwick District Council

Special Council meeting called by Conservative Group 04/09/2025 seeking clarity from the administration, e.g. Kenilworth Schools sites have not progressed.

10.

**Planning**

10.1.

To note planning decisions made:

- **GRANTED** - W/25/0038 - Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - External works to improve the safety and security of Police Headquarters' staff, visitors and policing operations. Improvements to include; resurfacing of existing roads, paths and car parks, additional car parking, temporary overflow car parking, pedestrian footpaths, external lighting, CCTV, security barriers, security huts, sunshade canopies, security gates, disabled ramp, garden of reflection, structural landscaping and biodiversity net gain – **OBJECT (request for base assessment for traffic data; impact of increased movements on Woodcote Lane due to one way system; light pollution)(sent: 04/03/2025 | re-sent: 18/06/2025)**
- **GRANTED** - W/25/0281 – Hill Farm Cottage, Hill Wootton, Warwick, CV35 7PP – Erection of a detached 3-bay garage – **No objection (Sent: 12/05/2025)**
- **GRANTED** - W/25/0559 – Robins Retreat, Warwick Road, Leek Wootton, Warwick, CV35 7RB – Erection of carport on existing hardstanding forecourt – **OBJECT – Initial objection of “existing hardstanding area” being created without planning permission and against the biodiversity conditions dismissed as under permitted development. OBJECT – Scale and dominance & effect on conservation area (Sent: 27/05/2025, 10/06/2025 & 18/06/2025) – NO OBJECTION to amended plans received with request for condition to maintain hedge height and density. (Sent: 03/07/2025)**
- **GRANTED** - W/25/0563 - Sports Ground, Quarry Close, Leek Wootton, Warwick, CV35 7QJ - The replacement of existing cricket nets and associated works – **Objection based on lack of information available on planning portal (Sent: 18/06/2025) – NO OBJECTION following addition of information (Sent: 18/07/2025)**
- **GRANTED** - W/25/0641 – The Hotel, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT – Variation of Condition 2 (approved plans) and removal of Condition 3 (BREEAM) of planning permission ref: W/22/0562 (Erection of two-storey extension to existing hotel to provide an additional 26no. bedrooms and erection of single-storey extension to provide hotel breakfast room) to allow amendments to omit breakfast room and reduction in glazed link – **NO OBJECTION (sent: 27/05/2025)**
- **GRANTED** - W/25/0731 - 23 Hill Wootton Road, Leek Wootton, Warwick, CV35 7QL - Erection of single-storey front extension, forming a catslide roof into a two-storey side and rear extension, with single-storey rear extension element on boundary, demolition of existing outhouse – **NO OBJECTION (Sent: 03/07/2025)**

10.2.

A report on the progress of current planning applications:

- W/22/0465 – Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QA - Erection of 83 dwellings (including affordable housing), access, internal roads and footpaths, car parking, public open space, landscaping, drainage and other associated works and infrastructure – **OBJECTION on the grounds of car parking and landscaping (Sent: 30/05/2022)**
- W/24/1006 - Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Application for approval of reserved matters (appearance, landscaping, layout and scale) in pursuance of outline planning

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permission W/22/1877 for residential development of 70 dwellings including internal access roads and footpaths, drainage works and landscaping –  
**OBJECTION on the technical grounds of parking spaces and landscaping (sent: 18 & 19/08/2024)**

- W/25/0197 - Chapel of St Mary Magdalene, Coventry Road, Guy's Cliffe, Warwick, CV34 5YD - Change of use of land, on a temporary basis, for the siting of an open sided tent to host wedding receptions and other events for a period of five months between May and September (inclusive) each year – **No objection (sent: 21/04/2025)**

10.3. To consider new planning applications:  
None

10.4. Any other planning related issues.

A development proposal for 250 houses in Leek Wootton from a company called Caddick has recently been made public in the September issue of *The Link*. There will be a consultation website open from 9-30 September and a consultation drop-in on 26/09/2025.

Cllr Kirkwood explained that Caddick believe the new formula for land supply in WDC is too low according to the new NPPF and they intend to bring a planning application forward, despite the land not being allocated as development land.

Caddick submission to the Local Plan states that Leek Wootton is a designated growth village and should remain so. The Parish Council's submission was that Leek Wootton had absorbed a large development and should no longer be a designated growth village. A discussion followed.

It was concluded that the Parish Council is simply a consultee and at this stage there is no formal action to be taken. The PC should attend the Consultation Drop-in on 26/09/2025 and also publish a statement on its website explaining its position.

**ACTION: Clerk to forward information to District and County Councillors**

**ACTION: Clerk to draft and publish a statement**

## 11. Finance

11.1. The Financial Report for month to 03/09/2025 was noted.

Cllr Kirkwood to review 6-month account

11.2. The following payments were approved:

Clerk's Expenses

Vch 082

£26.64

## 12. Parish Council Administration

12.1. Recruitment – *Discussion to be carried forward (Ref Item 5.1 above)*

12.2. Communications – *Discussion to be carried forward (Ref Item 5.1 above)*

12.3. Training (see: [www.walc.org.uk](http://www.walc.org.uk))

Training/meetings undertaken since last PC meeting:

- 08/07/2025 - Warwickshire County Council Devolution and Local Government Reorganisation Meeting (Cllrs Coates, Eldridge, Kirkwood & Clerk)
- 10/07/2025 - Finance for Councillors (Cllrs Coates & Morgan)
- 22/07/2025 - Budgeting (Cllr Morgan)
- ACT Awareness (Cllr Morgan & Clerk)

Future training booked:

- 24/09/2025 - Beyond the Precept: Exploring alternative income sources (Cllr Morgan)
- 14/10/2025 - Planning Session One - Dealing with Development Proposals (Cllr Morgan, but happy to swap if anyone else is interested)
- 21/10/2025 - Planning Session 2 - Influencing Local Plan Policies (Cllr Morgan, but happy to swap if anyone else is interested)

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- 29/10/2025 - Planning for the Future: Navigating the new planning framework (Cllrs Kirkwood & Morgan)
- 26/11/2025 - The Art of Communication: Navigating tough decisions (Cllr Morgan)

13. **Correspondence for information**

- 13.1. No items of particular note that have not been raised

14. **Councillors' Reports and items for future agenda**

- Cllr Harrold – Gave update on fly-tipping issue and a discussion followed. Cllr Harrold asked for advice about poster printing – Clerk suggested seeing whether Keep Britain Tidy website has campaign pack, alternatively gave a number of online print companies that the PC uses.

15. **Date of next meeting**

To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 1 October 2025 at Leek Wootton Village Hall.

Cllr Harrold and D/Cllr Redford gave apologies in advance.

16. **To consider the exclusion of the public and press in the public interest for consideration of the following items:**

- 16.1. Personnel issues – None
- 16.2. Legal issues – None

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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